

# **CIVIL SERVICE COMMISSION RULE - COVID-19**

## **Effective 1/01/2023 Update**

### **Section 1: Introduction**

Douglas County's goal is to operate effectively ensuring the continuance of all essential services and employee safety within the workplace or alternate locations throughout the pandemic.

Employees are encouraged to obtain a COVID-19 vaccination and booster. Employees are required to provide their vaccination and booster records to their Department Head who will forward the information to Human Resources.

Employees are required to report to their supervisor immediately if they have tested positive for COVID-19, if they have a COVID-19 test pending, or if they are experiencing COVID-19 symptoms (*see definition*). Employees must immediately inform their supervisor if they have been in close contact (*see definition*) with someone who tests positive, has a COVID-19 test pending or has COVID-19 symptoms.

Employees who come into close contact with an individual who tests positive for COVID-19, has COVID symptoms, or has a COVID test pending are required to follow the quarantine requirements in the Quarantine Table (*refer to Quarantine Table in Section 3: Provisions*).

Employees' positive with COVID-19 shall be sent home immediately if they are on premise and/or remain home and are required to follow isolation protocols (*refer to Isolation Protocols in Section 3: Provisions*).

Department Heads shall report to the Director, Human Resources (HR) the name of any employee who is positive for COVID-19, the date of the COVID-19 test/symptom onset, and their vaccination status. It is critical to track this information due to newly emerging COVID-19 sub-variants.

Employees who are ill with COVID-19 shall not be disciplined for their absences, unless it is determined that the absence(s) is not related to COVID-19.

Due to the unique and evolving nature of the COVID-19 pandemic, the Civil Service Commission Chair and Human Resources Director will jointly publish additional specific guidance utilizing public health information ensuring compliance with applicable laws.

This Rule supersedes and replaces any prior Rule pertaining to COVID-19.

### **Section 2: Definitions**

CDC means the Center of Disease Control and Prevention.

Close Contact means being within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period with someone with COVID-19.

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COVID-19 Symptoms includes a sudden onset of a cough, a fever of 100.4 degrees or higher, sore throat, sinus drainage, headache, fatigue, muscle aches, sudden onset of loss of taste or smell, nausea/vomiting.

Corrections/Detention Personnel means any employee of the Department of Corrections and the Youth Center.

Days means consecutive calendar days unless stated otherwise.

Department Head means Elected Official, County Board Department Head and/or the Designee of an Elected Official or County Board Department Head.

Employee means any compensated employee.

First Responder means the Sheriff's Sworn Officers, CSI, Forensic Chemists, Latent Print Examiners, and Supervisors; 911 Operators, Dispatchers, and Supervisors; Emergency Management staff.

Fully Vaccinated/Primary Series means two (2) weeks after receiving a single dose COVID series (e.g. Johnson & Johnson) or a two dose series (e.g. Pfizer, Moderna).

Healthcare Personnel means any employee of the Community Mental Health Center or Douglas County Health Center. Examples include, but are not limited to, nurses, nursing assistants, physicians, technicians, therapists, pharmacists, students, contractual staff not employed by the healthcare facility, and persons not directly involved in patient care, but who could be exposed to infectious transmissions in the healthcare setting (e.g. clerical, dietary, environmental services, security, engineering and facilities management, administrative, billing, and volunteer personnel).

High-Quality Mask means a double-layered cloth mask, surgical mask, or KN95 mask that is well-fitted and covers the nose and the mouth completely.

Home Test means an over-the-counter test that is administered by the employee.

HR means Human Resources Department.

Isolation means employees shall eliminate contact with others and remain at home or in a healthcare facility.

Quarantine means to report to work wearing a high-quality, well-fitted facemask that fully covers an individual's nose and mouth. The mask must be worn for a minimum of ten days.

Public Health Emergency means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.

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Unvaccinated means not fully vaccinated for COVID or the following two (2) weeks after vaccination.

Up-to-date means fully vaccinated for COVID including all available boosters.

### Section 3: Provisions

These provisions pertain to employees testing positive for COVID-19 or suspected to have COVID-19. When calculating the number of days an employee must Isolate, Day 0 is the employee's first day of symptoms or the testing date of a positive test. Day 1 is the first full day after symptoms developed or the day following the test completion. Correction/Detention Personnel, First Responder, and Healthcare Personnel refer to Section #4.

#### A. Isolation Protocols:

Isolation is **required** for all employees who test positive for COVID-19.

#### **ISOLATION TABLE\***

Column #1	Column #2	Column #3
Employees who are asymptomatic or have mild symptoms	Employees who are moderately or severely ill	Employees who are moderately or severely immunocompromised
<b>Required</b> to stay home for a minimum of 5 days.	<b>Required</b> to isolate for at least 10 days and may need to isolate for up to 20 days.	<b>Required</b> to isolate for at least 20 days.
Isolation may end after Day 5, if 24 hours fever free (without fever reducing medication) <b>AND</b> symptoms have improved.	Isolation may end after day 10, if 24 hours fever free (without fever reducing medication) <b>AND</b> symptoms have improved.	Schedule appointment with an Infectious Disease Specialist follow their instructions as to when isolation ends.
Wear a high-quality, well-fitting mask for a full 10 days from test date.	Wear a high-quality, well-fitting mask for the entire period of isolation.	Wear a high-quality, well-fitting mask for the entire period of isolation.
If unable to wear a mask around others, continue to isolate for the full 10 days.	If unable to wear a mask around others, continue to isolate until fever free or symptoms are improved.	Avoid others with weak immune systems.
If symptoms develop after testing positive, the 5 days isolation period starts over.	If symptoms do not improve or worsen, consult an Infectious Disease Specialist and continue to isolate.	
Avoid those with weak immune systems.	Avoid those with weak immune systems.	

*\*Isolation protocols are based on current CDC guidelines published 8/31/22.*

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#### **B. Quarantine Protocols:**

When an employee has been in close contact (*see definition*) with someone who has COVID-19 or COVID symptoms (*see definition*), they are no longer required to quarantine at home. However, they are **required** to wear a high-quality (*see definition*), well-fitting mask (covering mouth and nose at all times) for a minimum of ten (10) days. They are also required to be tested on Day 5 following the close contact.

If COVID symptoms develop, employees must isolate immediately, test and follow the isolation protocols outlined in the Isolation Table. If they **test positive**, they are **required** to follow the isolation protocols. If they **test negative**, they must continue to wear a high-quality, well-fitting mask (covering mouth and nose at all times) for ten (10) days.

#### **Section 4: Correction/Detention Staff, First Responders, and Healthcare Personnel Exceptions**

Job classifications in these groups may have different requirements than other County employees.

##### **Corrections/Detention Staff:**

All corrections/detention staff will follow the respective guidelines established by the Corrections Director and the Youth Center Superintendent. They will consult with the Health Director on appropriate measures to minimize the spread of COVID within their facilities. They will ensure all current guidelines are displayed and/or distributed to employees assuring convenient access.

The guidelines will address the use of PPE, testing requirements, and quarantine and isolation protocols.

##### **First Responders:**

First Responders shall abide by Section 3: Provisions. If crisis staffing occurs and staffing levels threaten to compromise the continuity of essential operations, the Department Heads will consult with the Health Director regarding appropriate measures. Any changes due to crisis staffing will be communicated to all First Responders.

##### **Healthcare Personnel (DCHC and CMHC):**

All healthcare personnel (*see definition*) will follow the guidelines established by the facility Infection Prevention and Control specialist. These guidelines address personal protective equipment (PPE), testing requirements, and quarantine and isolation protocols. The DCHC Administrator and CMHC Administrator will ensure all current guidelines are displayed and/or distributed to employees assuring convenient access.

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#### **Section 5: Positive Exposure in the Workplace**

When a COVID-19 exposure occurs within the workplace, Department Heads need to take the following risk mitigation efforts immediately:

1. Conduct Contact Tracing: Obtain a list of individuals with whom the employee had close contact during the preceding 48 hours. The Department Head is **required** to inform these individuals (e.g. coworkers, other County employees, vendors, members of the public) and ensure they wear high-quality, well-fitting masks.

*NOTE: Due to the Americans with Disabilities Act (ADA) and FMLA privacy requirements, the identity of any employee testing positive shall not be disclosed. Those in authority cannot confirm an identity or answer an inquiry, without the voluntary, permission of the COVID-19 positive employee.*

2. Masking: Following a COVID-19 positive exposure, all employees, unless Teleworking, are **required** to wear a high-quality, well-fitting mask for up to 10 days following close contact (refer to Quarantine, Section 3: Provisions).

#### **Section 6: Other Provisions**

1. Masking

Daily use of facemasks are optional unless you are required to wear them as Corrections/Detention staff, First Responders, or Healthcare Personnel or you have had close contact (see definition).

Corrections/Detention staff, First Responders, and all Healthcare personnel will be provided facemasks as part of their personal protective equipment (PPE).

*NOTE: Any employee seeking an accommodation for not wearing a facemask due to a medical and/or religious reason must contact HR, so an interactive discussion may be scheduled.*

2. Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. The County provides paid sick, vacation, and donated leaves to employees who are unable to work due to illness.

Employees experiencing COVID-19 symptoms are **required** to remain at home and abide by the Isolation Table (see Section 4: Exceptions for Corrections/Detention Staff, First Responders, and Healthcare Personnel).

3. Telecommuting

Department Heads can require employees' ill with COVID-19 to telework as long as the employee is well enough to work. Employees working a hybrid or remote schedule, who are isolating and well enough to work will be required to telework.

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Hourly teleworkers are **required** to keep track of their time and report hours worked as directed by their Department Head. Work hours may vary from the normal schedule if there is mutual agreement between the Department Head and the employee.

Teleworkers shall secure County property provided to them upon assignment. County property shall be returned within 24 hours of the Department Head's request. Any damage/theft of County property must be reported to the Department Head immediately.

Teleworkers are **required** to work from their primary home address unless authorized to work at an alternate location by their Department Head.

#### **4. Travel**

Employees are **required** to follow the CDC travel guidelines. Absences due to restrictions of leaving a foreign country or entering the United States may be subject to department attendance policies. Department Heads may require employees to obtain a COVID-19 test prior to returning to work at a County location.

#### **5. Employee Assistance Program (EAP) and Mental Health Support**

COVID absences may cause stress, anxiety, or effect other mental health issues. The County's EAP is a **free** benefit available to all employees and their household family members. The **County's EAP offers in-person and virtual appointments** and can be scheduled by contacting 402-398-5566. The Go365 Wellness Program provides educational information on mental health and well-being, and the County's medical plan provides benefits for mental healthcare as well.

### **Section 7: Medical Information and/or Documentation**

The County **requires** a copy of the employee's vaccination card and booster updates. When supplying the card, it is the employee's responsibility to ensure that no other medical information is provided. **Department Heads shall provide Human Resources with Civil Service employees' vaccination and booster cards.**

The County may request employees provide documentation including, but not limited to, COVID-19 test results, healthcare provider appointment, anticipated duration of absence, release to return to work, etc. These requests are **not** a violation of the Health Insurance Portability and Accountability Act (HIPAA), Americans with Disability Act (ADA) or Family and Medical Leave Act (FMLA).

This documentation assists in determining the level of contagion, workplace safety, and need for FMLA and/or ADA.

All COVID-19 documentation is confidential and will not be placed in an employee's personnel file.

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**Section 8: Violation**

Failure to comply with this Rule may result in disciplinary action, up to and including termination.

Reference Sources:

Centers for Disease Control & Prevention (CDC): [www.cdc.gov](http://www.cdc.gov)

Douglas County Health Department: [www.douglascountyhealth.com](http://www.douglascountyhealth.com)

Prior Rules:

5/14/20, 6/01/20, 6/04/20, 10/13/20, 1/01/21, 1/12/21, 5/03/21, 5/18/21, 7/07/21, 8/13/21, 8/17/21, 11/15/21, 1/11/22, 1/19/22, 2/18/22, 7/08/22.